



MELISSA'S CHILDCARE

WHISTLEBLOWING POLICY

We are committed to providing a safe, nurturing, and supportive environment for every child in our care. We uphold the highest standards of honesty, integrity, and accountability. This Whistleblowing Policy outlines how staff, parents, carers, volunteers, and visitors can raise concerns about misconduct, unethical behaviour, or illegal activity within our setting.

Purpose

This policy aims to:

- Encourage individuals to report genuine concerns without fear of reprisal
- Provide clear guidance on how to raise concerns
- Assure all parties that concerns will be taken seriously and treated confidentially
- Promote a culture of openness, transparency, and accountability

Scope

This policy applies to all staff, parents, carers, volunteers, and visitors. It covers concerns including, but not limited to:

- Safeguarding or child welfare concerns
- Fraud, theft, or financial mismanagement
- Health and safety risks
- Abuse, bullying, or mistreatment of children or staff
- Breaches of confidentiality or data protection
- Any conduct that compromises the integrity, safety, or values of the setting

Reporting Concerns

Concerns should be raised as soon as possible through one of the following channels:

- **To the Manager** – If you feel comfortable, speak directly to the Manager.
- **To the Deputy Manager** – If the concern involves the Manager or the Manager is unavailable.
- **In Writing** – Concerns can be submitted via email or letter addressed to the Manager or Deputy Manager.
- **Anonymously** – Anonymous reports are accepted, although providing contact details is encouraged to allow for appropriate follow-up.



Protection from Retaliation

We do not tolerate any form of retaliation against individuals who raise concerns in good faith. Harassment, victimisation, or unfair treatment resulting from whistleblowing will be taken seriously and may result in disciplinary action.

If you believe you are experiencing retaliation, please report it to the Manager immediately.

Investigation Process

All concerns will be acknowledged and assessed promptly. The Manager or Deputy Manager will conduct an initial review to determine whether a full investigation is required.

In cases involving serious issues—especially safeguarding or child welfare—external agencies such as Ofsted, the local safeguarding board, or the police will be contacted as appropriate.

Investigations will:

- Be conducted confidentially
- Involve only those necessary
- Aim to protect all individuals involved
- Provide feedback to the whistleblower, where appropriate

Confidentiality

We treat all concerns with the utmost confidentiality. Information will be shared only with those directly involved in addressing or investigating the concern, unless disclosure is required by law.

Please note that in safeguarding cases, confidentiality may be limited to ensure the safety and well-being of a child.

False or Malicious Allegations

Concerns must be raised honestly and based on a genuine belief. Deliberate false or malicious allegations will be treated as a serious disciplinary matter.

However, no action will be taken against any individual who raises a concern in good faith, even if the concern is not substantiated.

Policy Review

This policy will be reviewed annually, or sooner if required, to ensure its relevance and effectiveness. Any updates will be communicated to all relevant parties, and training will be provided as necessary to support understanding and compliance.



Conclusion

We are committed to fostering a culture of openness, trust, and responsibility. Through our whistleblowing procedures, we encourage everyone in our community to speak up confidently and play a vital role in maintaining the highest standards of care, safety, and integrity.

